

MICROSOFT™ TYPING TUTOR II

MISSED 8 KEYSTROKES ON THE FOLLOWING
8 Q T U YOUR SLOWEST KEY IS: E
RATE IS: 37 WORDS PER MINUTE
ACCURACY IS: 97%
LETTER



TYPING TUTOR II

For the

Apple II®

or

Apple II Plus®

Programmed by Roy B. Giampoli and Todd Krein

Designed by Dick Ainsworth and Al Baker

Produced by Microsoft, Inc.

Microsoft Consumer Products

A division of Microsoft, Inc.

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Typing Tutor II Explained

Whether you are a student, a businessperson or a super-secretary, the Typing Tutor II program can be an invaluable aid for learning or increasing your typing or word processing skills. And, as a teaching device, Typing Tutor II provides an ideal method of presenting and monitoring student progress.

Typing Tutor II provides a highly individualized approach to teaching—each drill is created to meet your specific requirements. Typing Tutor II's proprietary Time Response Monitoring software monitors the keyboard one hundred times per second. TRM is so responsive it can detect even the slight pause that occurs when you remove your eyes from the screen to look at the keys. As a result, TRM continually monitors your speed, accuracy and slowest keys. This information is automatically incorporated into the lesson, even as you type.

Your Apple II® or Apple II Plus® computer is a natural teacher and Typing Tutor II takes full advantage of its capabilities. The tools required to use Typing Tutor II, the typewriter style keyboard and CRT screen, are already available on your Apple computer. In addition, the timing and memory capabilities of your computer are ideal for measuring and recording speed and accuracy levels. Typing Tutor II brings it all together.

The Authors

Typing Tutor II was designed by Dick Ainsworth and Al Baker, and coded by Roy B. Giampoli and Todd Krein, all of The Image Producers, Inc., Northbrook, Il. The Image Producers brings unique creative talents in human communications, education and programming to the personal computer market.

A Word about Microsoft, Inc.

Microsoft produces high-quality software for today's microprocessors.

Microsoft™ BASIC Interpreter, in its several versions, has become the standard high-level programming language used in microcomputers. In addition to Radio Shack TRS-80 Level II BASIC and TRS-80 Disk BASIC, Microsoft has supplied BASIC interpreters for the Commodore PET, the Apple II computer, NCR 7200, Compucolor II, OSI, Pertec Altair, and many others.

Microsoft's careful approach to the development of microprocessor software has allowed the production of large amounts of bug-free, well-designed code in a minimum amount of time. Currently available: BASIC interpreters for the 8080, 6800 and 6502 microprocessors, a BASIC compiler for the 8080, a FORTRAN compiler, assembler, loader and runtime library package for the 8080 and Z80 microprocessors, and an ANS-74 COBOL compiler for the 8080 and Z80. A complete line of software for the new 16 bit microprocessors is presently under development.

Microsoft Consumer Products was founded as a division of Microsoft, Inc. in the summer of 1979 to provide microcomputer users with high-quality system and utility software as well as application software.

Microsoft Typing Tutor II is just one of many products being planned for the end-user or consumer market. All of these software packages will be marketed by Microsoft Consumer Products.

Microsoft Consumer Products is dedicated to providing only the best, most reliable microcomputer software.

For more information on Microsoft Consumer Products, please write to:

Microsoft Consumer Products
400 108th Ave. N.E., Suite 200
Bellevue, WA 98004

The Right Hardware

To use Typing Tutor II, you will need an Apple II® or Apple II Plus® computer with Applesoft™ in ROM and 48K memory, a disk drive, DOS 3.3 and a program diskette.

A printer compatible with your Apple II will enhance the effectiveness of the Typing Tutor II program. The printer interface card should be inserted in slot 1. Refer to the manual which accompanied your interface card for instructions on proper insertion.

Diskette Replacement

Your Typing Tutor II diskette is guaranteed to be a faultless recording. If the diskette fails to work properly when first opened, return the diskette to the dealer from whom you purchased it or mail it, along with your receipt and an explanatory letter, to Microsoft Consumer Products. Your diskette will be replaced at no charge. If for any reason, your diskette becomes damaged at any time during your ownership, we will replace it for a nominal \$5.00 charge. Mail the diskette with your check to:

Microsoft Consumer Products
400 108th Ave. N.E., Suite 200
Bellevue, WA 98004

How to Load the Typing Tutor II Diskette

To load the Typing Tutor II program into your computer, proceed as follows:

1. Holding the diskette on the end with the label attached to it, insert it into the diskette drive, label facing up.
2. Turn on your computer and video monitor.

3. The program will boot automatically. When the program has completely loaded, the following will appear on your screen:

...TYPING TUTOR II...

1. NEW USER
SELECT (1-1)

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You are now ready to begin your typing lessons.

The Preliminaries

Before you actually begin typing, there are a few characteristics unique to typing on a computer that you should take into consideration.

As you look at your keyboard, you will notice several characters not found on the standard typewriter keyboard. Some of these special characters are available on a variety of word processing systems; therefore, they are included in your lessons.

The symbols (= + -, etc.) are located in different places on different keyboards. The locations vary from computer keyboard to computer keyboard and from typewriter to typewriter. Every time you use a different type of keyboard, you will need to orient yourself to the symbol locations.

Typists who use a typewriter keyboard often use a lower case L(l) as the numeral 1 and the capital letter O as the numeral 0. This substitution is not allowed on the Apple computer. Unlike many conventional typewriters, the computer has a separate key for each numeral from zero (0) through nine (9).

Since you will be typing from material that is printed on your monitor screen, it is important that you be able to see the letters clearly. Make sure there is no glare from lights, windows, etc. on the face of the monitor. Also make sure the computer is at a height that will be comfortable for you as you type. Desk height or slightly lower will probably be most comfortable.

The standard typing position is:

Back straight and resting against the back of your chair.

Feet planted firmly on the floor, one just ahead of the other.

Fingers curved and upright over the home row keys.
(See diagram on page 14.)

Wrists held low and relaxed.

Elbows resting near your body, with forearms perpendicular to the keyboard.

Getting Started

After you have loaded Typing Tutor II, the screen will display the following menu:

1. NEW USER

SELECT (1-1)

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Typing Tutor II can record the progress of up to 49 students. Note, however, that only one student can use the program at any given time. When you are a new user, pressing (1) and recording your name will register you in the Typing Tutor II directory of students.

If you are not a new user, or if other students have already used the Typing Tutor II program and recorded their progress on the disk, an alphabetical listing of all students will appear on the initial menu.

...TYPING TUTOR II...

1. NEW USER
2. SUE
3. JOHN
4. JUDY
5. LAURA
6. CHRIS
7. MARY
8. JOE
9. MIKE

SELECT (1-9, ➡)

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If you have previously used the program and recorded your progress, press the number preceding your name. Use the arrow keys to scroll through the names to locate yours. If the listing exceeds a single screen, the arrow keys can also be used to scroll onto additional screens.

You will be presented with the following menu:

1. LETTERS
2. NUMBERS
3. SYMBOLS
4. TYPING TEST

SELECT (1-4)

Press the appropriate number to select the type of character you wish to learn or practice. Option (1), Letters, consists of only alphabetic characters. However, (2) Numbers includes both letters and numbers and, likewise, (3) Symbols includes letters, numbers and symbols. We suggest that beginning typists start with a drill of (1) Letters. However, if you are an experienced typist, you may choose to begin with numbers, symbols, or a typing test.

After you have selected the type of character you wish to learn or practice, you will see the following menu:

1. LEARN KEYS
2. PRACTICE PARAGRAPH
3. TYPING TEST

SELECT (1-3)

Learn Keys (1) is the instructional part of the program designed to teach you new keys. It is a series of lessons that are continuously adjusted by the computer to help you learn the keys you don't know. The program automatically inserts new letters as you gain speed and accuracy. Characters upon which you hesitate recur until you demonstrate proficiency at typing them.

Practice Paragraph (2) generates a series of words to allow you to type longer passages, then evaluates your skill. Selecting a practice paragraph at this point generates a series of words consisting of all the keyboard characters.

Typing Test (3) generates a paragraph designed to test your progress. Three test paragraphs have already been created and are contained on the diskette. These may be edited if you so desire. Additional tests may also be created. (See page 22, Edit Paragraph, for details on creating and editing test paragraphs.) After typing the paragraph, you will receive a detailed analysis of your progress.

Press the appropriate number (1, 2 or 3) to generate the type of exercise you desire. When you select (1) to learn keys, the following will appear on the screen:

LESSON	
FAST KEYS	SLOW
	↑ @+> <*=?!&
	%)"(#' \$:- 6
FDSA	501928374/
	Z.X,CNBVMY
	THGPQOWURI
ASDF FSDA	E;LKJ
—	

The letters listed under LESSON KEYS are those you will practice typing. The dash positioned under the first letter is the cursor. It indicates the character you should type and moves from character to character as you practice the drills.

After you consistently type a character at an acceptable speed — approximately 30 words per minute — that character will move to the FAST column. When a character has been promoted to the FAST column, the last character in the SLOW column will join the LESSON KEYS list. The SLOW column lists the characters you will learn after you demonstrate proficiency on the LESSON KEYS.

Note that your selections from the first two menus will be combined to create the appropriate drill/test. For example, selecting (3) Symbols with (2) Practice Paragraph, will generate a paragraph formed randomly from all possible characters. Subsequent drills will be created with the results of this initial exercise in mind.

The Shift Key

The lessons and paragraph drills for learning Numbers and Symbols function just as those for learning Letters, with one exception. To type some of the symbols, you must use the SHIFT key.

To determine which symbols will require use of the SHIFT key, look at the keyboard. On some keys you will note more than one character. The lower character on these keys is typed without the SHIFT key; the upper character requires use of the SHIFT key.

There are two SHIFT keys, located at the lower right and left hand corners of the keyboard. Both serve the same purpose. When you wish to type a symbol that requires use of the SHIFT key, press the SHIFT key with the little finger of the hand you won't be using to type the symbol. While depressing the SHIFT key, press the desired character with

the appropriate finger. Release both at once and continue typing. Repeat this process each time a shift-key character is required.

Typing Your First Lesson

Your first four LESSON KEYS are A, S, D, and F. Place the fingers of your left hand lightly on these four keys. They comprise the left half of the “home row”. The fingers of your left hand will rest on these four keys while you type. The home keys for your right hand are J, K, L, and ; .

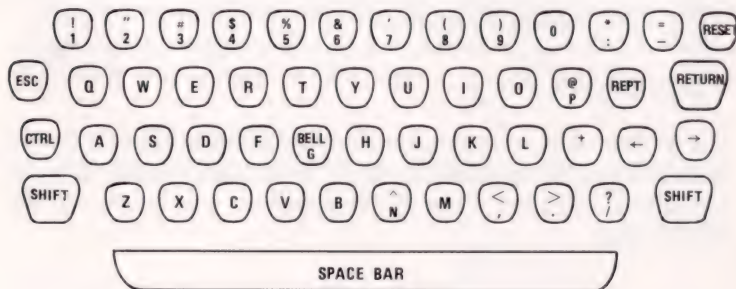


Diagram of Keyboard

Before you start typing, memorize the locations of the A, S, D, and F keys. It is essential that you do not look at the keys or remove your eyes from the screen as you type. To attain maximum speed it is very important that you learn to type by touch from the beginning.

Look at the two groups of four letters in the middle of the screen. Type the first four letters as they are indicated, keeping your eyes on the screen. Press the space bar with

either thumb to move one space to the right. Now type the last four letters.

At the end of each line, press the RETURN key using the little finger of your right hand. Do this without moving your hands or lifting your fingers off the home keys. It may feel awkward at first but it is important to master the ability to press the RETURN key without moving your fingers away from the home keys, so you don't have to replace your hands every time you end a line.

The Time Response Monitoring system takes effect when you type your first character and continues to monitor your progress until you press RETURN at the end of a drill. At this point, the screen will display the number of errors you have made as well as your current rate of typing, measured in words per minute.

As you type each lesson, the program checks to see if you are typing any of the lesson letters fast enough to indicate familiarity. When your reaction time on any letter is equivalent to 30 words per minute, that letter is added to the FAST list and a new key is selected for your next drill. TRM enables the computer to monitor your speed on each individual key by checking your typing 100 times per second.

Your first lessons will include only the home keys, which you type with the appropriate fingers according to the diagram on page 14. As you learn where the home keys are, new keys will be automatically introduced.

Each time a non-home key is added, it will be introduced in conjunction with the home key that is typed with the same

finger. For example, the E key will be introduced in a drill with the home key D.

DEDE DEDE

You should type E with the same finger you use to type D—the middle finger of your left hand.

Non-home keys should be typed by extending the appropriate typing finger only. Do not move your other fingers off the home row. By keeping most of your fingers on the home keys at any one time, you will develop a reference for locating all of the keys by touch. Return to the home key after each keystroke, even though it may feel awkward at first. Each error will be marked with a caret (^). Refer to the diagram on page 14 if you cannot remember the location of a key.

After you have typed a sequence of ten drills, the following menu will appear at the bottom of the screen:

1. CONTINUE DRILL
 2. LEARN MORE KEYS
 3. BUILD MORE SPEED
 4. PRACTICE PARAGRAPH
 5. PROGRESS REPORT
- SELECT (1-5)

Note: If at any time during a lesson you wish to interrupt a drill, press the ESC key (located in the upper left corner of the keyboard) one or more times with the little finger of your left hand. This causes the computer to return to the selection menus, and finally, to the opening frame.

Your Options

At this point in the program, you may decide to test your skills with a practice paragraph or continue your drill. If you choose to continue the drill you have the additional option of adjusting the program to suit your personal requirements.

Continue Drill

Press (1) if you would like to repeat your typing lesson. Any letters which were promoted to the FAST column in your initial lesson have been replaced by new characters. If no letters were moved to the FAST column, the original keys remain in the LESSON KEYS column. Note that it is not necessary to perfect your knowledge of the characters in a lesson before proceeding to other keys or to a practice paragraph.

Learn More Keys

Press (2) if you want to rapidly learn the location of all the keys. By allowing a slower response time, the computer lets letters enter the FAST category more easily and introduces more new characters into the lesson to replace them. Refer to the chart on page 14 whenever necessary, but do not look at the keyboard as you type. To continue slowing the required typing speed, type (2) after every ten lessons. The program will quickly expand to include all the letters of the alphabet.

Build More Speed

Press (3) if you want to concentrate on building speed. The computer will require a faster response to a character before it is shifted from the LESSON KEY category to the FAST

category. You will gain speed through additional practice on each key. To continue increasing the required response time, type (3) after every ten lessons.

Practice Paragraph

To practice the keys you have just learned, press (4) for a practice paragraph. Five lines of words that include only the letters you have learned thus far will be generated.

After the paragraph has been generated,

**** BEGIN ****

will appear on the screen to indicate that you may begin typing. Concentrate on typing the character above the cursor. As you type, your letters will appear on the screen under the computer generated letters. Your typing should match the computer generated paragraph above it. Press the SPACE BAR between each word and RETURN at the end of each line.

If you have made a spacing error and your letters aren't directly underneath the corresponding program letters, each stroke will be counted as an error. If this occurs, adjust your typing to match the letter directly above the cursor. When you have finished typing the paragraph, press RETURN.

The computer will then analyze your progress. You will learn the number of errors you made, on which keys those errors were made, which keys you typed slowly, your accuracy percentage and your speed, measured in words per minute.

Progress Report

For a detailed analysis of your progress, press (5). The ensuing progress report details the keys you have learned during the lesson, average number of words typed measured in words per minute, average number of errors made, highest typing rate attained measured in words per minute, and the number of drills and paragraphs completed. In addition, if you have taken a typing test in this session, your latest score will be shown.

You will then see this menu:

1. RETURN TO LESSON
2. RECORD PROGRESS
3. RESTART PROGRAM

SELECT (1-3)

To continue with the current drill, press (1). If you wish to make a record of the progress you have made, press (2). You will then automatically return to the opening frame. If you wish to restart the program without returning to the lesson or recording your progress, press (3).

Continuing Your Lessons

When you return to the Typing Tutor II program for successive lessons, you will see that it quickly discovers the keys you know and those you don't. The program will rapidly adjust to your skill level. The drills can be personalized further by adjusting the response time ten percent in either direction by using the Build More Speed or Learn More Keys options at the end of every ten drills.

Typing Tutor II is based on a thirty word per minute typing rate. To begin at an easier level, select the lesson option, press the ESC key, then select option (2) Learn More Keys. This will decrease the speed at which you must type an individual character before it is moved to the FAST category and provide you with an opportunity to familiarize yourself with the location of all keys.

To improve your speed, use the same procedure but select (3) Build More Speed, instead. The slower response time required will provide you with more practice on each key.

Teacher Mode

In Teacher Mode, the progress of up to 49 students can be recorded or reviewed. New test paragraphs can be written, edited and assigned. And, if a printer is available, test paragraphs may be printed out on paper.

To enter Teacher Mode, select 0 at the opening menu. Respond to the password prompt, by typing PASSWORD and pressing RETURN. To protect your files from disclosure to unauthorized persons, the password is not displayed on the screen as you enter it. (For instructions on changing the password, see page 23.)

The following menu will then appear:

...TYPING TUTOR II...

1. STUDENT RECORDS
2. SELECT NEW TEST PARAGRAPH
3. EDIT PARAGRAPH
4. CHANGE PASSWORD
5. DELETE STUDENT
6. PRINT PARAGRAPH

SELECT (1-6)

Student Records

To review students' records, select (1) Student Records. The names of all the students whose records have been recorded will appear. Enter the number preceding the name of the student whose records you wish to review (use the arrow keys to move through the list of names). The record for that

student will be displayed on the screen. When you have completed your review of that individual's progress, press ESC once to return to the Student Records menu; press ESC twice to return to Teacher Mode. Press ESC yet again to return to the opening frame.

Note: You may press ESC at any time during your exercises in Teacher Mode to stop the current activity. The screen will then display the preceding menu. Pressing ESC a second time will display either the Teacher Mode menu or the opening frame, depending on where you are in the program.

Select New Test Paragraph

To change the test paragraph that will be presented when a student selects a typing test, press (2) Select New Test Paragraph. When the list of all available test paragraphs is displayed, simply choose the one you wish to administer during the next testing period. Press ESC, and you will return to the Teacher Mode menu. The test you have selected will be presented to the student when appropriate.

Edit Paragraph

To create or edit test paragraphs, press (2) Edit Paragraph. Three test paragraphs are already included in the Typing Tutor II program. These may be edited as necessary. In addition, you may create test paragraphs tailored to your own needs. These, too, may be edited at a later date. (See Line Editor, page 24, for details on editing commands.)

You will be asked to enter a title for test paragraphs you create. The title can be as many as twenty characters long. After you have entitled your paragraph press ESC, and you will return to the Teacher menu.

Change Password

The password to Typing Tutor II is PASSWORD. However, this password can be changed by selecting (4) Change Password. Simply enter the new word and press RETURN. The password will not be displayed on the screen as you enter it to prevent disclosure to unauthorized persons. By personalizing the password, you can limit access to the Teacher Mode to authorized individuals.

Be sure to record your new password. Should you fail to do so and then forget the word, you will lose all Teacher Mode functions.

Delete Student

To delete a student's records, select (5) Delete Student. Type in the name of the student, as requested, and press RETURN. The name you enter must be identical to the one listed in the student directory, or a STUDENT NOT FOUND error will occur. (See Error Messages, page 26.) The records for that student will automatically be deleted.

Print Paragraph

To print out a paragraph on your printer, select (3) Print Paragraph. You will be asked to choose the paragraph to be printed and the number of copies. Make certain that the printer interface has been connected through slot 1 and has been turned on. Consult the manual which accompanied your interface card for details on proper installation.

Line Editor

The following commands may be used to edit text as it appears on the screen. Note, however, that line editor commands may be used only in Teacher Mode or when a flashing cursor appears when you enter your name.

Refer to the following chart to study the logical relationship between the first five commands. The D key is used as a central reference key. To move left, right, up, and down you use keys that are to the left, right, etc. of the D key in conjunction with the CTRL key.

The A key is located to the left of the D key. By pressing the A key and the CTRL key simultaneously, you will move the cursor flush left. Likewise, a similar action involving the G key, which is located to the right of the D key, moves the cursor flush right. Both the CTRL C and CTRL E editing commands follow this pattern.



CTRL A	Returns cursor to the left margin.
CTRL C	Moves cursor down one line.
CTRL D	Moves cursor alternately to the top or bottom left corner of text.
CTRL E	Moves cursor up one line.
CTRL G	Returns cursor to the right margin.
CTRL J	Deletes characters.
CTRL I	Inserts characters.
CTRL Q	Saves editing changes on diskette.
ARROW KEYS	Move cursor left or right.

Error Messages

You may encounter the following error messages during the Microsoft Typing Tutor II program.

MAXIMUM STUDENT LIMIT REACHED
*** PLEASE INFORM INSTRUCTOR ***

A maximum of 49 student records may be recorded with Typing Tutor II. When the limit has been reached, each successive entry will result in this warning. Though new students will not be able to record their progress on the diskette, they may proceed with the drills. If a new user actually attempts to record information, the error message

MAXIMUM STUDENT LIMIT REACHED
RESULTS WILL NOT BE RECORDED
*** PLEASE INFORM INSTRUCTOR ***

will appear, and a record will not be made. Current users will still be able to record their progress.

TYPING TEST IS NOT AVAILABLE

This error message indicates that the paragraph selected for a test is not currently available. To correct this situation, select either (4) Edit Paragraph or (2) Select New Test Paragraph at Teacher Mode and either create an appropriate paragraph or assign another.

STUDENT NOT FOUND

This message indicates that a student's name has been deleted or has not been recorded.

PRINTER IS NOT CONNECTED.
PRESS ANY KEY TO CONTINUE.

If a printer is to be used, the printer interface card must be inserted in slot 1. If it is not, or if it is not connected correctly, the above message will occur. Refer to the manual which accompanied your interface card for instructions on proper insertion.



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